

Cancellation Procedures for Authorizing Officials (AOs)



Version 3.0, January 5, 2007
(See Document Processing Manual, Chapter 10)

AO Cancels an Authorization – No Expenses Incurred

The traveler, clerk, or NDEA cancellation procedures must be complete before the AO can proceed with any of the procedures on this trifold,

1. Open your DTS User Welcome screen.
2. Click **Click Here** next to **Documents Awaiting Your Approval**.
3. Click **review** located to the left of the document in the **Documents in Routing** screen.
4. The Preview Trip screen opens. In the **Comments to the AO** field, confirm that the traveler entered *Trip was cancelled – no expenses incurred*.
5. On the Preview Trip screen, ensure that no expenses were claimed. If expenses were claimed, follow the steps for AO Cancels an Authorization – Expenses Incurred.
6. Ensure that all reservations have been removed.
7. Select **Pre-Audit** from the navigation bar.
8. Review justifications and click **Save and Proceed to Digital Signature**.
9. In the Document Action block, click the ***Submit this Document as:** drop-down arrow and select **CANCELLED**.
10. Click **Submit Completed Document**.
11. Complete the **Password** field in the Digital Signature Login box. Click **OK**.

The Fund Authorization and PNR Process screens open, showing the amount to be added back to the DTS budget and to the accounting system (if accounting system is interfaced with DTS).

12. Click **OK**.

13. On the Stamping Result screen, verify that the Desired Stamping Action is **CANCELLED** and the Actual Stamping Status is **PASS**.

14. Click **Close**.

If reservations have been made, the PNR will now go to the CTO cancellation queue. The funds will be added back to the DTS budget and deobligated in the accounting system for the amount of the authorization. If your site does not have DTS interfaced to your accounting system, notify the budget authority to de-obligate funds.

AO Cancels an Authorization – Expenses Incurred

You can not cancel a document on which expenses or CTO fees have been incurred. The traveler must submit an authorization and a voucher. The itinerary must be changed to reflect a trip of less than 12 hours in order for DTS to zero out per diem allowances. Be sure that the traveler has included an Overpayment expense equal to the amount of a paid non-ATM advance or scheduled partial payment (SPP). This will allow for processing of the voucher. Use local business rules for Debt Management to ensure that collection action is initiated.

*After an authorization that has reservations is stamped **SIGNED**, and the site has CTO connectivity, the authorization will route to the CTO before it routes to the AO.*

1. Open your DTS User Welcome screen.
2. Click **Click Here** next to **Documents Awaiting Your Approval**.
3. Click **review** located to the left of the document in the **Documents in Routing** screen.
15. The Preview Trip screen opens. In the **Comments to the AO** field, confirm that the traveler entered *Trip was cancelled - expenses were incurred*.
4. On the Preview Trip screen review the expense(s) claimed. If expenses were not claimed, follow the steps for AO Cancels an Authorization – No Expenses Incurred.
5. Ensure that all reservations have been removed.
6. Select **Pre-Audit** from the navigation bar.
7. Review justifications and click **Proceed to Digital Signature**.

8. On the Digital Signature screen, click the ***Submit this Document as:** drop-down arrow and select **APPROVED**.
9. Click **Submit Completed Document**.
10. Complete the **Password** field in the Digital Signature Login box.
11. Click **OK**.
12. Click **OK** on the Stamp Process screen.
13. On the Fund Authorization screen, click **Continue**.
14. On the Stamping Result screen, click **Close**.
*After the AO has stamped the authorization **APPROVED**, a new voucher must be created by the traveler for the expense(s) to be paid. The voucher will route to the AO for approval.*

AO Cancellation Procedures for the Voucher Approval Process

1. Open your DTS User Welcome screen.
2. Click **Click Here** next to **Documents Awaiting Your Approval**.
3. Click **review** located to the left of the document in the **Documents in Routing** screen.
4. The Preview Trip screen opens. In the **Comments to the AO** field, confirm that the traveler entered *Trip was cancelled but expenses were incurred*.
5. On the Preview Trip screen review the expense(s) claimed.
6. Click **Proceed to Pre-Audit**.
7. Review justifications on Pre-Audit Trip screen.
8. Click **Proceed to Digital Signature**.
9. On the Digital Signature screen, click the ***Submit this Document as:** drop-down arrow and select **APPROVED**.
10. Click **Submit Completed Document**.
11. Complete the **Password** field in the Digital Signature Login box.
12. Click **OK**.
13. Read the Stamp Process screen.
14. Click **Save and Continue**.
15. On the Fund Authorization screen, click **Continue**.
16. On the Stamping Result screen, click **Close**.

A. CANCEL AUTHORIZATION: NO EXPENSES INCURRED	B. CANCEL AUTHORIZATION: EXPENSES INCURRED	C. CANCELLATION FOR THE VOUCHER APPROVAL PROCESS
<p>1. Click Click Here next to Documents Awaiting Your Approval.</p> <p>2. Click Review located to the left of the document in the Documents in Routing screen.</p> <p>3. On the Preview Trip screen, in the Comments to the AO field, confirm that the traveler entered <i>Trip was cancelled – No Expenses Incurred</i>.</p> <p>4. On the Preview Trip screen confirm that no expenses were claimed and ensure that all reservations have been removed. If expenses were claimed, follow the steps in Column B for Expenses Incurred.</p> <p>5. Click Pre-Audit in the navigation bar.</p> <p>6. Click Proceed to Digital Signature.</p> <p>7. In the Document Action block, click the *Submit this Document as: drop-down arrow and select CANCELLED.</p> <p>8. Click Submit Completed Document.</p> <p>9. Complete the Password field in the Digital Signature Login box.</p> <p>10. Click OK. The Fund Authorization and PNR Process screens open.</p> <p>11. Click OK.</p> <p>12. On the Stamping Result screen, verify that the Desired Stamping Action is CANCELLED and the Actual Stamping Status is PASS.</p> <p>13. Click Close on the Stamping Result screen.</p>	<p>1. Click Click Here next to Documents Awaiting Your Approval.</p> <p>2. Click Review located to the left of the document in the Documents in Routing screen.</p> <p>3. On the Preview Trip screen, in the Comments to the AO field, confirm that the traveler entered <i>Trip was cancelled but expenses were incurred</i>.</p> <p>4. On the Preview Trip screen, review the expense(s) claimed and ensure that all reservations have been removed. If expenses were not claimed, follow the steps in Column A for Expenses Not Incurred.</p> <p>5. Click Pre-Audit in the navigation bar.</p> <p>6. Click Proceed to Digital Signature.</p> <p>7. Click the Submit this document as: drop-down arrow and select APPROVED.</p> <p>8. Click Submit Completed Document as APPROVED.</p> <p>9. Complete the Password field in the Digital Signature Login box.</p> <p>10. Click OK.</p> <p>11. Click Save and Continue on the Stamp Process screen.</p> <p>12. Click Continue on the Fund Authorization screen.</p> <p>13. Click Close on the Stamping Result screen.</p>	<p>1. Click Click Here next to Documents Awaiting Your Approval.</p> <p>2. Click Review located to the left of the document in the Documents in Routing screen.</p> <p>3. On the Preview Trip screen, in the Comments to the AO field, confirm that the traveler entered <i>Trip was cancelled but expenses were incurred</i>.</p> <p>4. On the Preview Trip screen review the type and amount of the expense(s) claimed.</p> <p>5. Click Pre-Audit in the navigation bar.</p> <p>6. Review justifications and click Proceed to Digital Signature.</p> <p>7. Click the Submit this document as: drop-down arrow and select APPROVED.</p> <p>8. Click Submit Completed Document.</p> <p>9. Complete the Password field in the Digital Signature Login box.</p> <p>10. Click OK.</p> <p>11. Click Save and Continue on the Stamp Process screen.</p> <p>12. Click Continue on the Fund Authorization screen.</p> <p>13. Click Close on the Stamping Result screen.</p>